

Penn State Harrisburg Library

Authorization for Digital Camera Loan

A digital camera is available at the circulation/reserves desk for loan to registered Penn State students, faculty, and staff. The camera is available on a first-come, first-served basis and cannot be reserved ahead of time. *The Penn State Harrisburg Library does not offer instruction on the use of the camera.*

By your signature below, you, as the borrower of the camera, agree to use this equipment in accordance with all Penn State and University Libraries guidelines. Specifically:

- This camera may be checked out for **3 days** and must be returned before renewal.
- This camera computer must be **returned to a staff member at the circulation/reserves desk.**
- **The Penn State Harrisburg Library is not responsible for any images left on the camera** or for loss or damage to a user's images during the loan period.
- If the camera is not returned to the circulation/reserves desk before its due date, the borrower will be assessed **overdue fees of \$3.00/day** for each day overdue, up to a maximum of \$15.00. If the camera is not returned within 30 days of its due date, it will be presumed lost and **replacement fees of \$1,000**, in addition to overdue fees, may be assessed.
- **The borrower of the camera assumes full responsibility for damage, loss, or theft.** If damage occurs to the camera or any of its component or accessories, **charges for repair or replacement will be imposed.**
- **Student borrowers** authorize Penn State to **charge their Student Accounts, including any financial aid awards**, for repair and replacement fees if necessary.
- **Penn State employee borrowers** authorize the Libraries, after appropriate notice, to **deduct from their paycheck** any fees incurred in the use of this computer.
- If the camera is damaged, lost, or stolen while under the borrower's care, *repair or replacement fees of up to \$1,000.00* may be assessed. Note: **Do not leave this camera unattended for any reason.**

Borrower's Signature: _____ **Date:** _____

Local Address: _____

Local Phone: _____ **Access Account ID:** _____

Status (circle all that apply): UGRAD GRAD FACULTY STAFF

Staff Use Only Attach the date due slip to this form

Inspection Checklist: Checkout: Camera with Lens, Lens Cap, and Strap _____ Carrying Case _____
Battery (installed) _____ Storage Card (installed) _____ AC Battery Charger _____ AV Cable _____
USB Transfer Cable _____ Instruction Manuals (2) _____ Quick Start Guides (2) _____
Software CDs (2) _____ Physical damage (scratches, dents, etc.)? No _____ Yes _____ If yes,
describe: _____ **Note:** Tripod must be charged out separately.

Date/Time Borrowed: _____ **Staff Initials (checkout):** _____

Inspection Checklist: Return (circle any missing items): Camera with Lens, Lens Cap, and Strap _____
Carrying Case _____ Battery (installed) _____ Storage Card (installed) _____ AC Battery Charger _____
AV Cable _____ USB Transfer Cable _____ Instruction Manuals (2) _____ Quick Start Guides (2) _____
Software CDs (2) _____ Physical damage (scratches, dents, etc.)? No _____ Yes _____ If yes,
describe: _____

Inspection Successful? Yes _____ No (reason) _____ **Discharged?** Yes _____ No _____

Date/Time Returned: _____ **Staff Initials (check-in/return):** _____